

FINANCE COMMITTEE MINUTES
REGULAR MEETING
MONDAY, JUNE 14, 2010

- I. Meeting was called to order at 8:30 a.m. by Chairman Dan Austad
- II. Members present: Dan Austad, Ken Fisher, Cletus Fontaine, Charles Brann and David Lienau.
Others present: Finance Director Shirley Scalish, County Board Chairman Leo Zipperer, Social Services Director Roger Tepe, Susie Kohout, Pat Miller, Paul Kok and Admin. Assistant Lori Holtz
- III. Adopt the Duly Posted Agenda
Motion by Brann, seconded by Fisher, to adopt the agenda. Motion carried.
- IV. Approve Minutes of May 17, 2010 Regular Meeting
Motion by Fontaine, seconded by Lienau, to approve the minutes of the May 17, 2010, Regular Meeting. Motion carried.
- V. Correspondence
 - Wisconsin Investment Series Cooperative Weekly Rate Sheet
 - *The Advisor* from Elhers, Inc.
- VI. Public Comment
Paul Kok, member of the Door County Long Term Support Committee, presented his request to have the County of Door invest in the construction of a new facility to house the Door County Senior Center and the Aging and Disability Center (required by Family Care of Wisconsin. *(letter on file)* He ended his comments with *"I hope these comments will influence you to decide in favor of the construction of a facility that honors our seniors, and that reflects the considerable positive returns they bring to our county's economy."*
- VII. Old Business - None.
- VIII. Treasurer's Monthly Report – May 2010
 - a. FYI: Sales Tax Reporting

	<u>May 2009</u>	<u>May 2010</u>
DELINQUENT TAXES	\$836,164.05	\$907,552.21
DELINQUENT SPECIAL ASSESSMENTS	\$9,879.03	\$5,465.47
DELINQUENT COLLECTION (Month)	\$33,857.90	\$127,665.61
DELINQUENT SPECIALS (Month)	-0-	-0-
Interest Collected	\$12,673.42	\$39,911.87
Penalty Collected	\$6,364.01	\$19,957.67
DELINQUENT PARCELS	569	696
CURRENT YEAR COLLECTIONS	\$426,363.18	\$416,879.53
SALES TAX COLLECTIONS	\$174,329.16	\$138,256.97
Year to Date	\$857,620.71	\$805,848.03

Note: There is approximately a two month lag in sales tax collection. Collections for the month of May 2010 would have come from March, 2010 reported sales. Year to date collection on this report would have come from November 2009 to March 2010,

New Payment Agreements: Scot & Barbara Snow, \$275/month. Darrel & Beverly Sternard, \$375/month. Scott & Deborah Marchant, \$200/month. Amy Gilmore, \$225/month.

11 unredeemed In Rem properties at this time.

In response to questions, Zahn explained that the Gary's Mobil property has been advertised through Property Committee, but he will include it with the next In Rem Listing.

Fisher commented that the County should be ahead on Interest and penalty collected.

IX. Finance Director Department Update

a. Update on Investment Report – FYI

Mark Janiak provided a copy of the Investment Summary. He noted that interest rates have stabilized and may be coming up somewhat. Door County is invested out a little longer on some of the core deposit CD's, using a 'laddering' of the investments (investments coming due each month).

Austad commented that the County wants safety and liquidity as the top priorities with the Investment Policy. Scalish responded that this is the priority when investing all county funds.

Janiak explained further regarding the security of the County's investments. All deposits are fully insured by FDIC or collateralized by pledged assets by the depository institutes. With the LGIP (the State of Wisconsin Local Government Investment Pool), Door County would have an undivided interest in the pool of assets. This fund is operated and managed by the State of Wisconsin Treasurer.

Scalish asked for the Committee's preference regarding the approximate \$300,000 plus cash available in the Dana Investment Account. By leaving the cash at Dana, the county is receiving approximately .10% interest and we could do better.

Janiak explained the advantages to moving those monies to a CD: the average yield would go up, we'd get a better rate of return on the money taken out; and ultimately, management fees would go down slightly.

By consensus, the Committee agreed to take the cash out of the Dana Account to invest in a CD at a higher rate.

b. Checking Account Summary – FYI

No report this month as two bank statements were not received.

c. Undesignated Fund balance & Contingency Fund Status – FYI

Scalish noted that GASB54 is changing the way we do business. The Undesignated Fund Balance is now called the Unassigned Fund Balance. The unaudited balance in the account is \$8,823,874.21.

Chuck Brann thanked the various departments for their diligence in doing their jobs.

The balance of Contingency Expense will be \$148,693.00 if the transfer on today's agenda is approved.

d. Health Insurance & Workers Comp – FYI

The excess (deficit) for the current period 2010 is \$234,092 compared with \$268,281 for the same time period in 2009. There is a current fund balance of \$4,009,312.89. Scalish however noted that there are some higher claims that will be paid in the future and cautioned that this amount could change.

The balance of the Workers Comp Fund is \$354,320.08. The premium was paid at the beginning of the year, and revenue comes from a charge to departments on a bi-weekly basis. Door County did receive revenues in the amount of \$59,736 from WCA.

e. 2011 Budget

Committee members received a copy of the "Door County Program Evaluation and Budgeting Process Summary - 2011 Budget".

Scalish said there will be a meeting on June 16 for Department Heads, and budget instructions will be given at that time. The requirements for 2011 and subsequent year's budgets will be to have department heads prioritize their programs and services. Each program will require a description and budgeting worksheet. This is the route almost all or certainly a number of counties are using. We need the public and County Board Supervisors to be aware of what departments do. This information will be part of the County Administrator's budget packet. It is anticipated that the information will not have to be re-invented and that most program/service information will come from the "white papers" completed earlier this year. Departments will be provided with a listing of how other counties prioritized programs as an example. They can also view this information by going out to the various county websites and looking at their 2010 budgets.

In addition, instructions for the Payroll Budgets will be handed out at the June 16 meeting.

It is anticipated that department heads will keep their Oversight Committees informed during the process which is between June 16th and August 13th. The County Administrator will present his budget to the Finance Committee on August 13th. During the process, Administrator Serpe will do an in-depth budget review of all budgets submitted. .

Chairman Zipperer noted that the duty to present the budget falls to the County Administrator.

Committee members indicated their wish to be kept apprised to what is going on with the budget.

Scalish said this is just one step, in addition to the CIP process, capital outlay, vehicle replacement fund, etc., and that Committee Members will be kept informed of where we are at with the budget as we go forward.

X. New Business

a. Request for Transfer of Funds - Financial Support for 2010 Wisconsin Association of Personnel Directors

Motion by Fisher, seconded by Lienau, to approve the request to transfer \$1500 from the Contingency Expense to the HR Conference Workshop Expense.

Further discussion held. Similar support has been given to the Clerk of Courts, Treasurer, Register of Deeds and Child Support. HR Director Hendee wasn't aware of this practice, and that is the reason for the after-the-fact request.

Committee members commented that this contribution is worthwhile, since those attending such conferences end up spending money in Door County.

Vote taken on the motion, it carried unanimously.

Scalish did note that they will be setting up a separate account for Intergovernmental Relations for future budgeting.

b. Resolution - County of Door Investment Policy

A copy of the proposed policy was included in the packet, with all changes and additions highlighted.

One change allows 'Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state' under the Eligible Investment Selection. This will allow investments with WISC as per the adopted County Board Resolution and PMA presentation in December, 2009.

The policy includes the addition of Section 10 - Collateralization, with #3 defining Eligible collateral instruments.

Motion by Fisher, seconded by Brann, to approve the resolution for the County of Door Investment Policy and forward it to County Board. Motion carried.

c. Financial Software CIP Approval and Recommended Revenue Source

Scalish provided information of the requested Financial Software for placement in the 2011-2015 CIP, with the year of replacement being 2012.

The current financial software has been in place since 1997 and since early 2002 for all other financial areas. There have been many changes in the way that financials need to be recorded for internal accountability and control as well as external reporting. GASB (Governmental Accounting Standards Board) pronouncements are the main reason to look at financial software. The county lacks a financial job costing system for the Highway Dept. that can easily be interfaced into the general ledger.

Scalish said that Mark Janiak and Steve Wipperfurth have begun the search / research of an all inclusive Financial package that will incorporate all of the financial areas within the county, will be consistently current, user friendly, and which will last a minimum of ten years and grow with future demands.

Scalish said they will be look at time and attendance at Administrative tomorrow.

The proposal in the packet sets aside \$216,000 in 2012 and \$60,000 in 2013, with the funds coming from tax levy.

Motion by Fisher, seconded by Fontaine, to approve the Financial Software in the CIP as proposed. Motion carried.

XI. Approve Bills

Motion by Brann, seconded by Lienau, to approve the bills. Motion carried.

XII. Next Meeting Date: Monday, July 19, 8:30 a.m.

XIII. Adjourn

Motion by Fisher, seconded by Lienau, to adjourn. Motion carried. Time: 10:00 a.m. Recorded by Administrative Assistant Lori Holtz.